

## **PRINT SHOP HELPER**

### **DEFINITION:**

Under immediate supervision, to learn and operate photocopy and peripheral offset equipment; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

Print Shop Helper is an entry-level class performing a variety of manual tasks related to print shop operations, including the receiving, processing, finishing and delivering of materials. This class is allocated to the Department of General Services. This class differs from the next highest class, Offset Equipment Operator, in that the latter is a journey-level class responsible for full-time operation of offset, printing and related reproduction equipment.

### **EXAMPLES OF DUTIES:**

Learns to operate photocopy print shop and peripheral offset equipment; performs a variety of manual tasks and operates simple equipment used in cutting, padding, stapling, drilling, and round-cornering forms and paper stocks; collates material by hand or machine; wraps packages of finished material; receives and shelves paper stock; handles batches of large size forms and boxes of card stock; performs routine maintenance on electrical paper drill, power paper cutter, plate making equipment, and other equipment; learns the process of stripping negatives and plate making; and may deliver and pick up printing materials.

### **MINIMUM QUALIFICATIONS:**

#### **General Knowledge of:**

- Operation of various types of photocopying machines.
- Operation of powered stapler, collator, paper drill and paper cutter machines.
- Shop safety procedures.
- Basic mathematics.

#### **Skills and Abilities to:**

- Follow written and oral instructions.
- Perform basic arithmetic calculations.
- Operate forklift.

### **EDUCATION/EXPERIENCE:**

Education, training and experience, which demonstrate the possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: completion of the Regional Occupation Center's Printing and Graphics

Technology course.

**Note:** Six (6) months of experience performing a variety of related print shop functions applying the knowledge and skills listed above is highly desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

This class requires possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Working Conditions:**

Lifting materials weighing up to 50 pounds and occasionally 70 pounds.